ACTD – Activity Detail

This screen is used to document activities related to the case. An activity is defined as a significant communication or event that impacts the case. This screen replaces all case notes. Therefore, case requirements (policy, federal, law) must be documented on this screen.

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CAFSACTD                      ACTIVITY DETAIL              07/18/2016     11:29
USER ID : C81285    MODIFY                        ACTIVITY:    1
CAPS ID : 00001654      OO      NAME: DOE, ANNETTE
REPORT # - CLIENT REFERRED FOR DD ASSESSMENT:    _
DATE OF ACTIVITY:  05/10/2016     ACTIVITY TYPE: COR
ENTERED BY      :  C81285        PURPOSE(S)   : CPL
                                 GOAL(S)      : PER
SUMMARY:  THIS IS A TEST ACTIVITY ENTRY.   THIS IS WHERE A SUMMARY OF THE ACTI
VITY MAY BE ENTERED.  SEVERAL LINES OF TEXT MAY BE ENTERED.




SHIFT+F2=ACT2
                                                              PATH:
```

Field Descriptions (F12) indicates code lookup is available.

CAPS ID
This field will display the CAPS ID of the client who was entered on the ACTL (Activity List) screen.

NAME
This field will display the name of the client whose ID is displayed in the CAPS ID field.

ACTIVITY
This field will display the number of the activity that is currently displayed. If more than one activity was selected with an inquire on the ACTL (Activity List) a MORE indicator will display next to the number if there is another activity.

DATE OF ACTIVITY
Enter the date the activity actually occurred.

ACTIVITY TYPE (F12)

Enter up to five activity types that best reflect the activity that occurred.

ENTERED BY
This field will default and display the C number of the worker who is adding the activity. This C number cannot be changed.

PURPOSE(S) (F12)
Enter up to four purpose types that best reflect the purpose of the activity.

GOAL(S) (F12)
Enter up to three goal types that best reflect the goal of the activity.

SUMMARY
Enter a description of the activity/activities. Provide specifics such as dates, worker names, locations, and a quality description of what occurred during the activity. Essentially, you should enter the summary in such a way that someone who has no familiarity with the case can obtain all the details they need from the details you enter.

SHIFT + F2 = ACT2
If additional comments need to be entered regarding the activity/activities, press Shift+F2 to access the ACT2 (Activity Detail 2) screen which provides additional comment space.

Additional Information

The F10 (copy) function can be used to copy activity information from one client to another client.

Summary notes can be copied from Word into ACTD.

If details are documented elsewhere (DocGen notes or case file), it is not necessary to re-enter all the details on ACTD. Simply document in the summary area where the additional documentation is located.

If multiple activities were selected from the list, you can page forward to the next activity detail by pressing F8 and backward to the last activity detail by pressing F7.